

# Request for Proposals for Providing

**Executive Management Innovation and Training**

**July 1, 2008 through June 30, 2009**

**\*Closing Date: June 6, 2008**

*An original proposal shall and three (3) copies should be received by 4:30 p.m. on June 6, 2008, by Adren O. Wilson, Assistant Secretary, Department of Social Services, Office of Family Support:*

*627 North 4<sup>th</sup> Street, Room 5-233-2  
Baton Rouge, LA 70802*

*or*

*PO Box 94065  
Baton Rouge, LA 70804*

**Department of Social Services**

627 North 4<sup>th</sup> Street  
Baton Rouge, LA 70802  
<http://www.dss.state.la.us/>



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BOBBY JINDAL  
GOVERNOR

ANN SILVERBERG WILLIAMSON  
SECRETARY

## State of Louisiana

Department of Social Services  
Office of the Secretary

### NOTICE TO PROPOSERS

The Louisiana Department of Social Services (DSS), Office of Family Support (OFS), hereby solicits proposals from qualified proposers to provide Executive Management Innovation and Training to the Department Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, the Executive Director of Louisiana Rehabilitation Services and any other Executives deemed necessary. Executive Management Innovation and Training will cover policy issues, Federal funding strategy, Federal and State legislative matters, professional development, internal personnel and financial matters, and management, leadership and analytic tactics and strategies to ensure enterprise-wide progress.

Request for Proposal (RFP) packages may be obtained by contacting Adren O. Wilson, **627 North 4<sup>th</sup> Street, Room 5-233-2, Baton Rouge, LA 70802** – Telephone (225) 342-3947; Fax (225) 219-9399, E-mail: [Adren.Wilson@dss.state.la.us](mailto:Adren.Wilson@dss.state.la.us) and [tlloyd@dss.state.la.us](mailto:tlloyd@dss.state.la.us) or by downloading the Request for Proposal packet from the DSS Website at <http://www.dss.state.la.us> (Select Request for Proposals)

An original proposal shall and three (3) copies should be physically in the possession of the **Office of Family Support, Attention: Adren O. Wilson, 627 North 4<sup>th</sup> Street, Room 5-233-2, Baton Rouge, LA 70802 by 4:30 p.m. on June 6, 2008.** No proposal received after the specified date and time shall be considered. Any questions concerning the RFP must be made in writing and may be submitted by mail, fax, or email to Adren O. Wilson, Department of Social Services, Office of Family Support Assistant Director at the above address by May 13, 2008. All submitted questions will be responded to on the website at <http://www.dss.state.la.us> by May 19, 2008.

This announcement does not commit the Department of Social Services/Office of Family Support to award a contract or pay any costs incurred in the preparation of proposals. It is neither a contract nor an offer to contract, but rather a solicitation of proposals which, if accepted by the Department and approved in the manner required by law, may become the basis for a future contract. In the event of a conflict between any term or provision of the RFP and a term or provision in any proposal submitted in response, this RFP shall control. If a proposal alters or modifies any term or provision of this RFP, such changes must be clearly delineated and expressly approved by the Department of Social Services in writing before a contract is issued. A failure to comply with the provisions of this part shall render any such variant term absolutely null.

The Department of Social Services reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. A contract shall be awarded, if at all, to the proposal deemed by the Department in its sole discretion to be the most advantageous to the Department and its clients based on quality of service, cost effectiveness and other considered factors. Any contract is subject to the availability of funds. No contract is final or enforceable until approved by the Department of Social Services and the Division of Administration, Office of Contractual Review. Should any protest or appeals be filed at any point in the procurement process, all activities must cease until all issues are resolved.

Ann Silverberg Williamson  
Secretary  
Department of Social Services

VISIT OUR WEBSITE @ <http://www.dss.state.la.us>  
"AN EQUAL OPPORTUNITY EMPLOYER"

### Schedule of Events

This Request for Proposals package contains all of the information and forms necessary to complete and submit a proposal. Proposers are encouraged to review the package in detail prior to beginning to prepare the proposal.

<b>Activity</b>	<b>Date</b>
1. Requests for Proposals.....	May 6, 2008
2. Deadline to Receive Questions.....	May 13, 2008
3. Questions/Answers Posted on Website.....	May 19, 2008
4. Proposal Due Date.....	June 6, 2008
5. Proposal Review Committee Meets.....	June 12, 2008
6. Approved Recommendations Submitted to the Secretary.....	June 16, 2008
7. Successful/Unsuccessful Proposers Notified.....	June 18, 2008

The Louisiana Department of Social Services/Office of Family Support reserves the right to deviate from this schedule.

## **1.0 Overview of Executive Management Innovation and Training**

This Request for Proposals contains guidelines for submitting a proposal to the Louisiana Department of Social Services, Office of Family Support (DSS/OFS) for a contract to provide Executive Management Innovation and Training to the Department Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, the Executive Director of Louisiana Rehabilitation Services and any other Executives deemed necessary. Executive Management Innovation and Training will cover policy issues, Federal funding strategy, Federal and State legislative matters, professional development, internal personnel and financial matters, and management, leadership and analytic tactics and strategies to ensure enterprise-wide progress.

Funding for this contract is provided by Departmental budgetary units.

All proposals will become public record once the evaluations are completed and an award is made. Any technical data, financial information, overhead rates, or trade secrets protected from disclosure under LA R.S. 39:1490 and LAC 34:V:130, and designated as such in the proposal, shall be kept confidential as required by law. Materials submitted with the proposals become the property of Office of Family Support. The Office of Family Support has the right to use any or all ideas presented in any proposal. Selection or rejection of a proposal does not affect this right.

DSS will not furnish resources or materials to the contractor, either during the initial stages or during contract performance itself, except as expressly provided herein.

## **2.0 General Information**

### **2.1 Purpose of the RFP**

The purpose of the RFP is to solicit proposals from individuals or entities to analyze policies and procedures within the Department and advise Executive Managers in regard to the utilization of evidence-based practices and strategic approaches to guide individuals, children and families toward independence and safety through integrated quality services and partnerships.

### **2.2 Who is eligible to propose?**

Professional management or consulting firms or individuals are eligible to propose. Interested proposers must have demonstrated familiarity with major child and family services for which there is currently Federal financial participation. Interested proposers must demonstrate familiarity with the budget, programs and executive leadership structure of Louisiana's Department of Social Services. Interested proposers must demonstrate national recognition as an expert on human, family and children's services and their financing and operations, as recognized by the scope and breadth of previous consulting engagements, individual professional experience and academic training, references or other awards and public commendations. Interested proposers must also demonstrate economic, public finance, social services and other analytic skills as evidenced by professional experience, academic training, publications and prior consulting products and deliverables. Corporations located outside of Louisiana who become the selected proposer shall obtain a certificate of authority to do business in Louisiana prior to contract execution. (This requirement does not apply to individuals located outside of Louisiana.) In accordance with the Louisiana Administrative Code at Title 34, Part V, §136 to make a determination of responsibility with respect to each proposer, the proposer must meet the following standards as they relate to this procurement:

- Have adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
- Have the necessary experience, organizations, technical qualifications, skills, and facilities, or has the ability to obtain them (including probable subcontractor arrangements); if a proposer intends to use a subcontractor to meet this requirement then the proposer should produce a letter from the probable subcontractor stating that they are willing to provide the required services contingent upon a contract award.
- Be able to comply with the proposed or required time of delivery or performance schedule.

Proposers that are barred from receiving state or federal funds, may not participate in this service, directly or indirectly, nor may a proposer utilize such ineligible firm/organization or individual in providing services under any contract awarded as a result of this RFP.

### **2.3 Scope of Work**

Executive Management Innovation and Training will be provided to the Department of Social Services Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Executive Director of Louisiana Rehabilitation Services and any other Department Executives as deemed necessary.

Contractor shall:

Be available a minimum of 3 to 5 days per month (on and off-site).

Be on site as required by DSS executive management once per month.

Provide guidance to senior leadership about policy issues, Federal funding strategy, Federal and State legislative strategy, professional development, internal personnel and financial matters, and management, leadership and analytic tactics and strategies to ensure enterprise-wide progress.

Undertake operational and financial analyses (including historical caseload and financial analyses; caseload and financial forecasting; and business operations reengineering and/or improvements; as well as demographic, economic and other profiling of DSS populations).

Evaluate specific Federal funding policies and strategies in particular with respect to child welfare (including adoption and abuse and neglect), Food Stamps, TANF and child care, and Medicaid as it affects DSS populations.

Prepare comparative analyses of Louisiana DSS services in comparison to other states and localities and in comparison to contemporary best practice in family assistance, child welfare and other priority DSS programs.

Support efforts by various DSS administrators to undertake effective succession planning and ensure continuity in critical management leadership positions.

Provide other research, policy development, budget planning, and related analyses as needed by members of the DSS executive management team.

Contractors will provide interactive training for executive managers located in Baton Rouge, Louisiana. Contractor should provide this training in a way that facilitates interaction among participants. Training should increase the knowledge and skill capacity of the executive staff relative to internal and external issues germane to the department.

Key personnel of the contractor cannot be added or replaced without the prior written approval of DSS/OFS.

## **2.4 Deliverables**

In addition to the deliverables described in Section 2.3 above, the Contractor will also provide written reports on a monthly basis. The reports will address external and/or internal issues germane to the department and include an assessment of the issues with an actionable plan.

## **2.5 Timeframe**

If a contract is awarded as a result of this RFP, the contract term will extend from July 1, 2008 until June 30, 2009. The Department of Social Services reserves the right to renew the contract up to a contract total of 36 months, if funding is available and if performance is acceptable based on reasonable and ongoing progress.

## **2.6 Billing Method**

Terms of payment will be unit cost per hour. Contractor must submit invoices monthly by the 15<sup>th</sup> of the month for all services rendered (provided) in the previous month. Contractor shall bill for the hourly rate awarded through the RFP and specified in the approved contract regardless of the personnel or number of individuals who actually perform the work. Supporting documentation listing the names of the staff personnel, the number of hours performed by each, the dates and times of service and a description of tasks performed must accompany the invoice for payment.

## **3.0 Structure of Proposal Response**

The following sections are required elements of the proposal. Proposals that do not contain these elements will not be considered. Proposers should respond in a clear writing to the following sections, or criteria, reviewing these directions carefully.

### **3.1 Abstract**

The proposer should give an overview or summary of the proposal, a maximum of one page that tells who you are.

### **3.2 Proposal Narrative**

#### **A. Method and Quality of Proposed Service Delivery**

In this section, proposers should detail how training will be provided to senior managers about policy issues, Federal funding strategy, Federal and state legislative matters, professional development, internal personnel and financial matters, and management, leadership and analytic tactics and strategies to ensure enterprise-wide progress. The proposal should describe how the proposer will undertake operational and financial analyses (including historical caseload and financial analyses; caseload and financial forecasting; and business operations re-engineering and/or improvement; as well as demographic, economic and other profiling of DSS populations). The proposal should describe how evaluations of specific Federal funding policies and strategies in particular with respect to child welfare (including adoption and abuse and neglect), Food Stamps, TANF, Child Care and Medicaid as it affects DSS populations will be conducted. The proposal should include how the proposer will conduct and present comparative analyses of Louisiana DSS services in comparison to

other states and localities and in comparison to contemporary best practices in family assistance, child welfare and other priority DSS programs. The proposal should describe how the proposer will support efforts by DSS administrators to undertake effective succession planning and ensure continuity in critical management leadership positions. The proposal should include how other research, policy development, budget planning and related analyses needed by the department will be addressed.

## **B. Experience and Capability of Proposer**

The proposer should describe his experience in this area in working with national and/or federal and state localities in regard to budgetary issues, policy issues and implementation of programs as well as professional development and succession planning. If the proposer has had a previous DSS contract (TANF, Food Stamp, Child Care, Child Welfare including adoption, and abuse and neglect, Solutions To Poverty, Louisiana Rehabilitation Services, Office of Community Services or other) the proposer should give an overview of results in this section. DSS requires the name and contact information for two references that can attest to the proposer's ability to perform the services outlined in this RFP. If proposer has or previously had a DSS contract, the references provided cannot be a DSS employee. The proposer should describe other entities that proposer has collaborated with to provide the services outlined in this RFP, including the names of entities and addresses and telephone numbers of contact persons at those entities who can verify the information given.

## **C. Cost**

Proposer must specify one hourly rate that includes all costs for providing all services described in the RFP. No additional costs such as travel costs shall be reimbursed.

## **D. Personnel**

In this section, the proposer should provide resumes on key personnel that indicate their expertise in providing the proposed service. The proposer should include information on the qualifications of any proposed subcontractors and partners that will assist in providing proposed scope of work. Key personnel of successful contractor cannot be added or replaced without the prior approval of DSS/OFS.

## **4.0 Proposal Evaluation Criteria**

### **4.1 Review Process**

All proposals will be reviewed and evaluated by a committee consisting of Department of Social Services personnel. The Department reserves the right to award using initial offers. The committee will recommend for selection one proposal which most closely meets the requirements of the RFP, the needs and expectations of the Department of Social Services, and which receives the highest number of points. The final decision will be made by the Assistant Secretary, Office of Family Support, with the concurrence of the Secretary of the Department of Social Services.

### **4.2 Criteria for Selection**

With a 100 point scale, each proposer will be graded on demonstrated ability regarding:

- A. Methodology and Quality of Proposed Service Delivery (30 Points)
- B. Experience and Capability of Proposer (30 Points)

- C. Cost (25 Points)
- D. Personnel (15 Points)

### **4.3 Methodology and Quality of Proposed Service Delivery (30 Points)**

This criterion refers to the proposer's method for providing all of the regulatory, philosophical and technical needs described in the RFP within the time frame required. Thorough understanding should be reflected throughout the entire proposal in terms of the overall goals and strategies of the Department. Evaluators will score the information given in the Proposal Narrative described in Section 3.2 (A).

### **4.4 Experience and Capability of Proposer (30 Points)**

Evaluators will review the amount and quality of the proposer's experience in providing similar services to those described in the RFP. Evaluators will score the information given in the Proposal Narrative described in Section 3.2 (B).

### **4.5 Cost (25 Points)**

The proposer with the lowest cost shall receive the highest cost score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC*25)$$

Where: CS = Computed cost score for Proposer  
LPC = Lowest proposed cost of all Proposers  
PC = Proposer's cost

### **4.6 Personnel (15 Points)**

Evaluators will review and score the resumes of key personnel who will be assigned to provide services, including any subcontractors or partners the proposer expects to use.

## Proposal Checklist

An original proposal shall and three (3) copies should be physically in the possession of the Office of Family Support:

Attention: Adren O. Wilson,  
627 North 4<sup>th</sup> Street, Room 5-233-2  
Baton Rouge, LA 70802

**by 4:30 p.m. on June 6, 2008.**

***NO FAXED COPIES WILL BE ACCEPTED  
ALL SIGNATURES MUST BE ORIGINAL***

### CHECKLIST OF REQUIRED SECTIONS

**Without the following,  
your application will not be considered for funding.**

PLEASE INCLUDE CHECK LIST WITH YOUR PROPOSAL THAT INDICATES YOU HAVE INCLUDED ALL ELEMENTS

- Original and three (3) copies (including completed set of attachments)

#### **PROPOSERS MUST PROVIDE THE FOLLOWING INFORMATION/DOCUMENTATION AND SHOULD ASSEMBLE THE PROPOSALS IN THE FOLLOWING ORDER:**

- Signed Cover Page (See attached form page 11)
- Table of Contents (Proposal should be page numbered)
- 1-page Abstract (includes projects' intent and methodology outline)
  - Narrative section (The Narrative section must follow the order as listed in Section 3.2- Narrative)
- Signed Board Resolution for corporations
- Resumes and position descriptions for key staff
- Copy of most recent audit (If your organization is not required to submit an audit, proposer should submit an explanation to this effect.)
- Financial statement (Financial statement be clearly labeled and should cover the latest annual fiscal year of the proposer (organization) or the latest 12 month period.
- IRS 501 © status (required for non profit organizations)
- Two references and contact information

**Proposal Cover Page**

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Name of Proposer Federal ID Number

---

Program Name (if applicable)

---

Proposer's Mailing Address:

---

City State Zip

---

Name of Program Director (if applicable) Telephone No. Fax No. Email address

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<p><b>TYPE OF ORGANIZATION</b></p> <p><input type="checkbox"/> Public Non-Profit Community-Based Organization</p> <p><input type="checkbox"/> Private Non-Profit Community-Based Organization</p> <p><input type="checkbox"/> Faith-Based Organization</p> <p><input type="checkbox"/> Public Agency</p> <p><input type="checkbox"/> Other _____</p>	<hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>	<p><b>HOURLY RATE (INCLUSIVE OF ALL COSTS)</b></p> <p style="text-align: center;">\$ _____</p>
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CERTIFICATION

I (We) hereby certify that \_\_\_\_\_ on behalf of \_\_\_\_\_ is fully authorized, by  
(Name of Individual) (Organization Submitting Application)  
law or by corporate resolution (attached) to submit the following proposal for Funds, that the information contained herein is true and accurate to the best of my  
(our) knowledge and belief; and that I (we) am (are) fully authorized to submit said proposal on behalf of said entity.

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Official Authorized to Submit Proposal	Title	Date
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<p><b>HAND DELIVERY PROPOSAL TO:</b></p> <p>Adren O. Wilson, Assistant Secretary  Department of Social Services  Office of Family Support  627 N. 4<sup>th</sup> Street, Room 5-233-2  Baton Rouge LA 70802</p>	<p><b>OR</b></p>	<p><b>MAIL PROPOSAL TO:</b></p> <p>Adren O. Wilson, Assistant Secretary  Department of Social Services  Office of Family Support  P. O. Box 94065  Baton Rouge, LA 70804-9065</p>
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**BOARD RESOLUTION FOR CORPORATIONS**

State of Louisiana

Parish of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at a meeting of the Board of

Directors of \_\_\_\_\_, with a quorum of the directors

Present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation does hereby authorize

\_\_\_\_\_ (name and title) and his/her successor in office to negotiate

terms and conditions that he/she may deem advisable, contract(s) with the

Louisiana Department of Social Services, and to bind this organization to execute said documents on behalf of the

corporation, and further we do hereby give him/her the power and authority to do all things necessary to implement,

maintain, and/or review said documents. The above resolution was passed by a majority of those present and

voting in accordance with the by-laws and articles of incorporation. I certify that the above and foregoing

constitutes a true and correct copy of a part of the minutes of the meeting of the Board of Directors of

\_\_\_\_\_,

held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date